

**STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND
ADDICTION SERVICES**

ADDENDUM 3

RFP# DMHAS-OSU-PEER NAVIGATORS-2023

ADDITIONAL- QUESTIONS AND ANSWERS

The State of Connecticut Department of Mental Health and Addiction Services is issuing **Addendum 3** to the **Peer Navigators for Request for Proposals (RFP)**.

Addendum 3 contains: Additional Questions and Answers

54. Question: On page 4, DMHAS states that respondents must submit "a. Secretary of State recognition" with a reference to a website "onlineBusinessSearch (ct.gov)". Our organization is listed on that website as "Active". What documentation do we need to provide to indicate that we are recognized by the Secretary of State?

Answer: Respondents shall submit documentation of active status with the Secretary of State. DMHAS accepts "Active" status from the Secretary of State and can be provided either in pdf, word document, or screenshot.

55. Question: Does the electronic proposal need to be submitted as a single PDF document? On page 6, DMHAS seems to indicate that multiple documents may be submitted, as it states that "Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document." (Highlight added.)

Answer: Please refer to Page 7, Section 11, Electronic Proposal of the Legal Notice. Multiple documents are accepted.

11. Electronic Proposal due Date and Time. The Official Contact is the only authorized recipient of proposals submitted in response to this RFP. Proposals must be received by the Official Contact on or before the due date and time:

- **Due Date:** Tuesday, April 25, 2023
- **Time:** 3:00 PM EST

Proposals received after the due date and time will be ineligible and will not be evaluated. The Agency will send an official letter alerting late respondents of ineligibility.

An acceptable submission must include the following:

- a. One (1) conforming electronic copy of the original proposal.**
- b. The proposal must be complete, properly formatted and outlined, and ready for evaluation by the Screening Committee.**
- c. The electronic copy of the proposal must be emailed to the Official Agency Contact for this procurement. The subject line of the email must read: DMHAS-OSU-Peer Navigators-2023. Required forms and appendices may be scanned and submitted as PDFs at the end of the main proposal document. Please ensure the entire email submission is less than 25MB as this reflects The Agency's server limitations. Respondents should work to ensure there are not additional IT limitations from the provider side.**

56. Question: On page 9, a reference is made to an "advisory/oversight committee." DMHAS states that an "Organizational chart shall be included in Appendices including the advisory/oversight committee." The advisory/oversight committee is mentioned nowhere else in the RFP. Is that a reference to an organization's Board of Directors or similar oversight body? Also, do you want an organizational chart for the entire organization? Or one for the proposed program?

Answer: This is referencing the proposer's Board of Directors. Proposers should include organizational chart for the proposed program.

57. Question: On page 9-10, DMHAS discusses where the peer navigators are to provide services. DMHAS states that "peer navigators will spend a minimum of 70% of their time in the community" providing outreach and engagement services. What is meant by time spent providing services in the community? For example, we have multiple care sites where people with OUD receive clinical services (but may not currently receive peer navigator services). Would providing peer navigator services at our care sites (to patients in detox, partial hospitalization programs, outpatient treatment, etc.) be considered "time in the community"?

Answer: Peer Navigators will spend a minimum of 70% of their time in the community outreaching and engaging individuals at high risk for opioid overdose, establishing and maintaining community connections, and facilitating connections between the two. In the community means not office based.

58. Question: On page 10, DMHAS states that program capacity is "a minimum of 40 individuals" with an OUD and that "a minimum of 100 unduplicated individuals shall receive services annually." For clarification, those numbers are per site, not per peer navigator, correct?

Answer: Program capacity shall be a minimum of 40 individuals (20 per Peer Navigator) per region (Northern and Southern) at any given time, and a minimum of 100 unduplicated individuals shall receive services annually in each region.

59. Question: On page 10, DMHAS asks respondents to describe "the services expected to be provided by the peer navigators. At a minimum, these must include:". After the word "include", no other information follows. What services does DMHAS expect the peer navigators to provide?

Answer: Proposers should refer to section **d. Hours of Operation and Availability of Peer Navigators** that specifies minimum expectations for Peer Navigators. Proposers can suggest additional services.

60. Question: On page 11, under "Staffing Expectations", DMHAS states that "each area (North and South) must fund a minimum of two (2) Peer Navigators per site". Does that mean that, if a respondent proposes having three "sites" within the South area, for example, it must hire a minimum of six Peer Navigators (at least two per site)? Or does it mean that the respondent must propose a minimum of two respondents to cover the entire South area in this example?

Answer: This RFP is for two (2) Peer Navigators per region (Northern or Southern). Peers do not have to cover the entire region. However, proposers should be clear as to which towns/communities they are looking to service within the region.

61. Question: Our organization currently has contracts with DMHAS. Do we need to submit audit information with this submission? On page 12, DMHAS states that "Proposers (or Fiduciary) must submit cover letters from their auditor for the last 3 annual audits of their agency and a copy of their most recent financial audit, included in the proposal." However, in the following paragraph, DMHAS states that "Any proposer agency that does not hold a current contract with the Department, must submit cover letters from their auditor for the last three (3) annual audits of their agency and a copy of their most recent financial audit, included in the proposal." (Highlight added.) The highlighted section seems to indicate that we would not need to submit our audit information.

Answer: Please refer to the RFP and all amendments, **5. Financial Expectations** Financial Requirements Proposers (or Fiduciary) must submit cover letters from their auditor for the last 3 annual audits of their agency and a copy of their most recent financial audit, included in the proposal. If less than 3 audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the prosper agency should be included (i.e. an accountant prepared financial statement, a tax return, etc.). If the 3 most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal, and a hardcopy of the audit cover letters need not be provided.

a. **Audited Financial Statements:** Any proposer agency that does not hold a current contract with the Department, must submit cover letters from their auditor for the last three (3) annual audits of their agency and a copy of their most recent financial audit, included in the proposal. If less than three (3) audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the applicant agency should be included (i.e. an accountant prepared financial statement, a tax return, etc.).

62. Question: On pages 13-14, DMHAS discusses Performance Measures it would like respondents to address. However, the various questions in the main proposal do not include these performance measures. Do you want respondents to address the performance measures in question 4. Data and Technology Expectations? That seems like it may be the best place to discuss those Performance Measures.

Answer: Proposers must respond to Section II. C. the Scope of Service. Performance Measures are not included in the Scope. These are the Performance Measures once the contract is awarded. Please read Section II.C and follow instructions.

63. Question:In the Proposal Outline section on pages 20-21, nine questions, with specific numbering, are included for which respondents are supposed to provide answers. However, the numbering system in the Proposal Outline does not match the numbering listed in the Scope of Services Description on pages 9-13. For example, the Work Plan is listed as question 6 in the Proposal Outline and as question 7 in the Scope of Services Description. Also, in the Proposal Outline, the Subcontractor question is question 5 whereas, in the Scope of Services, it is question 3.B.4. There are other numbering discrepancies between the Proposal

Outline and the Scope of Services. Which numbering set do you want respondents to follow?

Answer: Required Outline. All proposals must follow the required outline presented in Section IV – Proposal Submission Outline and Requirements. Please read RFP and all addendums.

64. Question: On page 21, question 7 in the Proposal Outline addresses "Financial Expectations". Yet, this question does not seem to be included in the Evaluation Criteria on page 17. Are there points allotted to the "Financial Expectations" question?

Answer: Please refer to Page 13, Section 5. Financial Expectations, of the Legal Notice.

5. Financial Expectations

Financial Requirements

Proposers (or Fiduciary) must submit cover letters from their auditor for the last 3 annual audits of their agency and a copy of their most recent financial audit, included in the proposal. If less than 3 audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the prosper agency should be included (i.e. an accountant prepared financial statement, a tax return, etc.). If the 3 most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal, and a hardcopy of the audit cover letters need not be provided.

Audited Financial Statements: Any proposer agency that does not hold a current contract with the Department, must submit cover letters from their auditor for the last three (3) annual audits of their agency and a copy of their most recent financial audit, included in the proposal. If less than three (3) audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the applicant agency should be included (i.e. an accountant prepared financial statement, a tax return, etc.).

65. Question: DMHAS requests that a budget narrative be included with the budget. On page 34, DMHAS requests respondents to attach "an additional page

describing the budget narrative." Does that mean the budget narrative is limited to one page?

Answer: Respondents to determine the length of budget narrative. Please refer to Page 13, Section 6., Budget and Budget Narrative per the instructions in the Legal Notice.

6. Budget and Budget Narrative

Proposals must contain an itemized budget on the budget form included as Form in Section V, Appendix, E. Budget and Budget Narrative, of this RFP. All startup costs must be clearly identified as 1 line item in the budget. A budget narrative must be provided, explaining all costs contained in the budget. All startup costs must be listed separately and clearly detailed in the budget narrative including but not limited to advertising the availability of Peer Navigator services in the designated geographic area using Department approved material. Sub-contractors will not be allowed for this procurement.

Proposals must contain an itemized annual budget on the budget form delineated in Section VI. Appendix, E. Budget and Budget Narrative, of this RFP. All startup costs must be clearly identified as one (1) line item in the budget.

A budget narrative must be provided, explaining all costs contained in the budget. All start-up costs must be listed separately and clearly detailed in the budget narrative.

All other funding, including agency financial support must be identified. Complete a price schedule, budget, or cost proposal in its entirety that will enable the effective delivery of the proposed project or services.

Describe all direct and indirect costs associated with the service or project. Describe any key cost variables for the service or project such as volume, frequency, duration or length.

Narrative and justification: Present a detailed, line-item cost narrative that explains the basis and rationale for the costs proposed.

Why do you consider your costs to be reasonable, given the nature of your proposed project or service?

Describe any key budgeting decisions you faced, assumptions, or calculation approaches used to develop the cost proposal.

66. Question: In the checklist on page 42, DMHAS states that an Equal Employment Opportunity attachment is required. Can DMHAS provide us with the form it wants us to use for this attachment?

Answer: The Equal Employment Opportunity form was provided to the all proposers listed as the main contact on the Letter of Intent.

67. Question: In today's Bidders' Conference, I believe it was stated that respondents could place the Work Plan in the Attachments section as long as that action is identified in the Project Narrative. However, this seems to contradict the RFP, which states on page 15, that "the required Appendices or Forms must not be altered or used to extend, enhance, or replace any component required by this RFP." Can you let us know which guidance we should follow?

Answer: It doesn't contradict. There are specific Appendices and Forms listed in the RFP. Do not alter or replace any form provided.

Main proposal and with relevant attachments. *Proposers should use their discretion to determine whether certain required information is sufficiently captured in the body of their proposal or requires additional attachments for clarification.* The 25 page limit is with the main proposal.

Please refer to RFP and all Addendums

68. Question: We have a federally negotiated indirect rate that is greater than 10%. Are we able to request our full federally negotiated indirect rate? Or are we limited to 10%?

Answer: Correct, you can request your agency's full negotiated indirect rate with proof of the approved federal rate.

69. Question: On page 15, DMHAS states that the Executive Summary is limited to three pages; on page 20, DMHAS states the Main Proposal is limited to 25 pages. In today's Bidders' Conference, DMHAS' presentation stated that the Executive Summary was limited to two pages and the Main Proposal to 20. Can you please provide clarification on the correct page limits for those two sections?

Answer: The Executive Summary is limited to 3 pages and the Main Proposal (Project Narrative) cannot exceed 25 pages. Please make sure to read the Procurement Notice and all amendments when responding to this RFP.

70. Question: Will you provide a list of attendees (and the organizations which they are representing) for today's bidders' conference?

Answer: Yes, below please find the list of attendees:

	A	B	C	D	E	F
1	VIRTUAL BIDDER'S CONFERENCE FOR DMHAS-OSU-PEER NAVIGATORS-2023 RFP					
2	DATE: MARCH 23, 2023					
3	TIME: 11:00 AM					
4	MEETING ID: 265 903 155 327					
5						
6	ORGANIZATION	LAST NAME FIRST NAME				
7	APT Foundation, Inc.	Michaud	Michelle			
8	APT Foundation, Inc.	Paradise	Matthew			
9	APT Foundation, Inc.	Madden	Lynn M.			
10	Bhcars, Inc.	Cornicello	Tony*			
11	Bhcars, Inc.	Lacey	Bruce			
12	Bhcars, Inc.	Good	Madeline			
13	Bhcars, Inc.	Anderson	Christine			
14	Bhcars, Inc.	Pearis	Debbie			
15	Bhcars, Inc.	Cook	Roberta			
16	Bhcars, Inc.	Correll	Kathleen			
17	Center for Human Development, Inc.	Higgins	Jennifer			
18	Center for Human Development, Inc.	Hebert	Anthony			
19	Center for Human Development, Inc.	Goodwin	James			
20	Center for Human Development, Inc.	Tang	Paul			
21	Center for Human Development, Inc.	Horton	Rich			
22	Center for Human Development, Inc.	Nearu	Amala			
23	Chemical Abuse Services Agency, Inc.	Deleme	Acher			
24	Columbus House, Inc.	Hoffman	Sarah*			
25	Community Health Center, Inc.	Harding	Kasey*			
26	Community Health Center, Inc.	Flinter	Margaret			
27	Community Health Center, Inc.	Townsel	Cheryl			
28	Community Health Center, Inc.	Farmer	Christopher			
29	Community Health Center, Inc.	Heath	Jennifer			
30	Community Health Center, Inc.	Hansen	Russell			
31	Community Health Resources, Inc.	McGuire	Maurcen*			
32	Community Health Resources, Inc.	Spremullo	Susan			
33	Community Health Resources, Inc.	Doutre	Jennifer			
34	Community Health Resources, Inc.	Conforti	Katie			
35	Community Health Resources, Inc.	Kennedy	Kim			
36	Connecticut Renaissance, Inc.	Patson	Dawn			
37	Connecticut Renaissance, Inc.	Vitale	Amy			
38	Connecticut Renaissance, Inc.	Deschenes	Kathleen			
39	Cornell Scott-Hill Health Corporation	Tek	Dr. Ece			
40	Cornell Scott-Hill Health Corporation	Collins	Lauren			
41	Cornell Scott-Hill Health Corporation	Murphy	Daena			
42	Cornell Scott-Hill Health Corporation	Costello	Phil			
43	Cornell Scott-Hill Health Corporation	Lynn	Fred*			
44	Cornell Scott-Hill Health Corporation	Beilman	Lewis			
45	Liberation Programs, Inc.	Evans	Liz			
46	Liberation Programs, Inc.	Livisano	Richard			
47	McCall Foundation, Inc.	Pendola	Joy			
48	McCall Foundation, Inc.	Skinner	Maris			
49	McCall Foundation, Inc.	Sheldon	Shalyn			
50	New Life II CT	Smith	Dana*			
51	New Life II CT	Lazarski	Barbara			
52	New Life II CT	Smith	Evelyn			
53	Recovery Network of Programs, Inc.	Kolskowski	Jennifer E.			
54	Recovery Network of Programs, Inc.	Mattias	Kate			
55	Recovery Network of Programs, Inc.	Schloth	Mary Ellen			
56	Recovery Network of Programs, Inc.	Levesque	Danielle			
57	Recovery Network of Programs, Inc.	Maiden	Stephanie			
58	Southeastern Council on Alcohol and Drug Dependence, Inc	Lawton	Stacey*			
59	Southeastern Council on Alcohol and Drug Dependence, Inc	Sullivan	Maris			
60	Southeastern Council on Alcohol and Drug Dependence, Inc	French	Jessica			
61	Southeastern Council on Alcohol and Drug Dependence, Inc	Demars	Kathy			
62	Southeastern Council on Alcohol and Drug Dependence, Inc	Chadukiewicz	Jennifer			
63	Southeastern Council on Alcohol and Drug Dependence, Inc	Aleis	Alan			
64	The Connection, Inc.	Ferraro	Teresa			
65	The Connection, Inc.	Klimczak	Michela			
66	The Connection, Inc.	Calabrese	Denice*			
67	The Hartford Dispensary	Oni	Tracy*			
68	The Hartford Dispensary	Metcalf	Benjamin			
69	The Kennedy Collective	Jones	Fiona*			
70	The Kennedy Collective	Allan	Jeanette			
71	The Village for Families & Children	Freeberg	Tammy			
72	The Village for Families & Children	Gentry	Cynthia			
73	Note - Main Contact Person					
74						

Posted:
 Pamela Mabry
 4/13/2023